

COMMITTEE RESOLUTION 115-__

Resolved, that the Oversight and Authorization Plan of the Committee on House Administration for the 115th Congress, as required pursuant to clause 2(d)(1) of Rule X, is hereby adopted, as follows:

Committee on House Administration 115th Congress Oversight and Authorization Plan

Member Services

Member Services

- Oversee Members' allowance amounts, including structure and regulations.
- Provide guidance and outreach to congressional offices to ensure compliance with Committee regulations.
- Review and revise as necessary the *Guide to Outfitting and Maintaining an Office of the U.S. House of Representatives*, a set of regulations governing the acquisition, transfer, and disposal of furnishings, equipment, software, and related services.
- Review and update as appropriate the calculation of the Members' Representational Allowances to ensure Members have adequate resources to carry out their responsibilities.
- Oversee the process by which vouchers and direct payments conducted, including those for payroll. Continue to monitor the migration to an electronic voucher system.

New Member Orientation

- Review successes and areas of improvement from previous New Member Orientations. Plan, implement, and oversee the New Member Orientation Program for newly-elected Members of Congress.
- Oversee the planning and implementation of the Congressional Research Service New Member Issues Seminar.

Intern Program

- In coordination with the Senate Committee on Rules and Administration, organize, administer, and oversee the Intern Lecture Series.
- Review and revise, as appropriate, the Intern Handbook and other publications and communication materials used in support of the Intern Program.
- Continue and expand the Congressional Internship Program for Individuals with Intellectual Disabilities.

Committee Funding and Oversight

- Review Monthly Reports on committee activities and expenditures.
- Review the *Committees' Congressional Handbook* regulations governing expenditure of committee funds and update regulations as needed.

- Review Primary and any Secondary Expense Resolutions and approve authorization of committee-funding levels in committee and by House Resolution.
- Review Committees' Franking expenditures.
- Monitor continued implementation of the Committee hearing room modernization program.

Congressional Accountability Act of 1995

- Monitor application of the Congressional Accountability Act of 1995 (CAA) (PL 104-1).
- Review regulations, and proposed regulations, adopted by the Office of Compliance.
- Evaluate resources available to the Office of Compliance and House employing offices to facilitate implementation of the Act.
- Conduct general oversight of the Office of Compliance.
- Monitor ongoing judicial proceedings to determine the impact on the CAA.

Franking Commission

- Oversee the Members' use of the congressional frank by providing guidance, advice, and counsel through consultation or advisory opinion on the frankability of congressional mail.
- Review proposals to reform mass mailing practices of Members, and regulations governing such mailings, and monitor current prohibition on mass mailings 90 days before a primary or general election.
- Review previously implemented rules to increase disclosure and improve the accounting of franked mail costs.
- Review and update the *Regulations on the Use of the Congressional Frank and Rules on Practice in Proceedings Before the House Commission on Congressional Mailing Standards*.

House Officers and House Operations

- Work with House Officers and Officials to identify and achieve long term goals for the administrative, financial and operational functions of the House.
- Work with House Officers to streamline operations within the House.
- Review proposals and other initiatives submitted by the House Officers, the Inspector General, the Capitol Police Board, the Architect of the Capitol, the Library of Congress, and other legislative branch agencies to improve management and operations and monitor implementation of respective proposals.
- Coordinate with the Subcommittee on Legislative Appropriations on areas of concurrent jurisdiction.
- Provide policy guidance to the House Officers, Inspector General and the joint entities, as appropriate.
- Oversee compliance with the House Employee Classification Act (2 U.S.C. 291 *et seq.*).
- Oversee coordination among officers and joint entities on administrative and technology matters.

- Review and update security and safety protocols in the House, monitor congressional entities charged with implementing protocols and provide policy guidance where appropriate.

Chief Administrative Officer

- Oversee the functions of the Chief Administrative Officer and provide policy guidance where appropriate.
- Review the development and implementation of the Chief Administrative Officer's strategic plan.
- Review Chief Administrative Officer's efforts to strengthen cybersecurity in the House.
- Monitor House procurement policies, including the effectiveness of the Chief Administrative Officer's procurement and contract management functions.
- Review procedures for processing contracts with the House that exceed the threshold of \$350,000.
- Monitor implementation of food services contract with Sodexo.
- Oversee the House financial management system, including financial counseling.
- Oversee House Information Resource operations, including services provided, maintained or hosted by HIR, steps taken to improve HIR services to Members, as well as steps taken by HIR to strengthen vulnerabilities related to continuity of operations.
- Review semi-annual financial and operational status reports; oversee implementation of changes in operations to improve services and increase efficiencies.
- Monitor the operations of the House gift shop and its management.
- Monitor CAO communications efforts, including but not limited to HouseNet and Dear Colleagues.
- Monitor transition efforts from the 114th to the 115th Congress, including leases, phones, and technology.
- Oversee CAO Human Resource Office, including panels compiled and review processes followed to hire new employees.
- Monitor House Learning Center and Wounded Warrior programs.
- Review furniture policies, including inventory and selection.
- Review alternatives to the current mail delivery process in order to strengthen the services and tools available to Members and staff.
- Oversee the Cannon House Office Building renovations.
- Monitor efforts to strengthen the CAO Asset Management program.
- Monitor Chief Administrative Officer's role in assuring accessibility to the House wing of the Capitol, the House Office Buildings and other House facilities consistent with the Americans with Disabilities Act.

Clerk of the House

- Monitor Clerk's operations, including procurement policies.
- Review and approve contracts and requests for proposals by the Clerk that exceed the \$350,000 spending threshold.
- Monitor implementation of improvements to the electronic voting system.
- Oversee the House Document Repository.

- Review standards for the electronic exchange of legislative information among the Houses of Congress and legislative-branch agencies.
- Coordinate on matters under the jurisdiction of the House Fine Arts Board.
- Continue review of functions and administrative operations assigned to the Clerk.
- Review semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.
- Review the printing needs of the Clerk to evaluate the potential for eliminating duplication.
- Oversee preparation of congressionally-authorized publications.
- Oversee efforts to improve transparency including monitor bulk data and digital transformation.

Sergeant-at-Arms

- Review and oversee security operations in the House, including the House chamber, the galleries, the Capitol, House Office Buildings, Capitol Grounds, and District offices.
- Review and oversee initiatives designed to increase security and security awareness for Members and staff in district offices.
- Review semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.
- Review impact of electronic access to controlled spaces.
- Continue review of functions and administrative operations assigned to the Sergeant-at-Arms.
- Review the security operation of House parking facilities, regulations, and allocation of parking spaces.
- Consult with the Sergeant-at-Arms on policies adopted by the Capitol Police Board.
- Review the policies and procedures for visitor access to the Capitol.
- Review the printing needs of the Sergeant-at-Arms and the Capitol Police Board to identify the potential for eliminating duplication.
- Examine Sergeant-at-Arms' role in assuring accessibility to the House wing of the Capitol, the House Office Buildings, and other House facilities consistent with the Americans with Disabilities Act.
- Review the use of technology generally in the protection of the House of Representatives.
- Oversee the Office of Emergency Management, including the implementation of coordinated plans for emergency evacuation and response.

House Inspector General

- Review proposed audit plan and audit reports, including the annual financial statements audit.
- Review comprehensive financial and operational audits of the House, investigate any irregularities uncovered, and monitor necessary improvements.
- Monitor progress of House audits.
- Monitor Inspector General's internal operations.
- Direct Inspector General to conduct management advisories to improve House operations.

Oversight of Legislative Branch and Other Entities

Information and Technology Coordination

- Oversee, in conjunction with the Senate, forums to share technology plans and capabilities among the legislative branch agencies.
- Oversee, in conjunction with the Senate, the Legislative Branch Telecommunications group.
- Oversee management of the Congress.gov website.
- Oversee work of the Legislative Branch Financial Managers' Council.
- Oversee, in conjunction with the Senate, proposals to reduce technology costs through consolidation and use of internet-based resources.

Library of Congress

- Monitor Library of Congress' management operations, services and planning initiatives.
- Monitor progress made related to providing public access to government information, especially in electronic form.
- Oversee Library of Congress' operations, including inventory and cataloguing systems, and the Library's information technology services.
- Continue oversight of Law Library operations.
- Continue oversight of Congressional Research Service operations, and consider any need to modify management of the Service.
- Review implementation of the Library of Congress Fiscal Operations Improvement Act of 2000 (Public Law 106-481), the Veterans' Oral History Project Act (Public Law 106-380), the National Recording Preservation Act of 2000 (Public Law No: 106-474), the Gold Star Families Voices Act (Public Law 114-246) and the History of the House Awareness and Preservation Act (Public Law 106-99).
- Consider human-resources legislation proposed by the Library.
- Review the use of technology generally in Library of Congress operations.
- Review printing policies of the Library of Congress to assure compliance with Title 44 of the U.S. Code.
- Review reports by Library of Congress Inspector General and implementation of audit recommendations. Examine options to improve operation and structure of the Library of Congress Inspector General's office.
- Oversee management of Copyright Office.
- Monitor efforts to modernize and streamline Copyright Office's information technology systems.

United States Capitol Police

- Monitor administrative operations of the agency, including budgetary management, civilian component, attrition rates, recruitment efforts and incentive programs for officers and civilian employees.
- Review proposals for additional USCP facilities and equipment.
- Monitor efforts to improve safety at firing range.

- Review analysis of uniformed officer post/duty assignments to determine and authorize force levels to meet the agency's security requirements within the Capitol complex to include the Capitol Visitor Center, the Library of Congress and U.S. Botanic Garden.
- Review and consider proposals to improve USCP training program for new recruits, and in-service training.
- Authorize and oversee the installation and maintenance of new security systems and devices proposed by the Police Board.
- Review and authorize regulations prescribed by the Police Board for use of law enforcement authority by the Capitol Police.
- Examine Capitol Police role in assuring accessibility to the House wing of the Capitol, House Office Buildings and other facilities consistent with the Americans with Disabilities Act.
- Monitor the ongoing implementation of the Radio Modernization Project.
- Review reports by USCP Inspector General and implementation of audit recommendations. Examine options to improve operation and structure of the USCP Inspector General's office.

Government Publishing Office

- Oversee operations of the Government Publishing Office, including the Superintendent of Documents.
- Review and adopt legislative proposals to reform government printing by eliminating redundancies and unnecessary printing, increasing efficiency, and enhancing public access to government publications.
- Monitor implementation of remedial actions taken by management to address audit issues identified by the GPO Inspector General.
- Review the printing needs of the House of Representatives to identify the potential for eliminating duplication.
- Examine current GPO printing and binding regulations to determine advisability of change.
- Oversee Superintendent of Documents' Sales and Depository Library Programs.
- Review GPO labor practices and labor agreements.
- Review use of GPO facilities and other assets to identify possible alternatives enhancing value to the Congress and the public.

Architect of the Capitol

- Review the operations of the office of the Architect.
- Review the electronic and procured services provided by the Architect.
- Oversee Architect of the Capitol's maintenance of House buildings and the House side of the Capitol, and review plans for rehabilitation of House buildings, including oversight over the Cannon House Office Building renovation.
- Continue oversight of life safety measures, accessibility measures, and improved evacuation mechanisms in House buildings.
- Review the AOC Office of Sustainability's efforts to reduce energy consumption by the Capitol complex.

- Oversee operations of the Capitol Visitors Center, in conjunction with the Senate Committee on Rules and Administration.
- Review reports by Architect of the Capitol Inspector General and implementation of audit recommendations. Examine options to improve operation and structure of the Architect of the Capitol Inspector General's office.
- Monitor activities and operations of the House Superintendent, including Rayburn Garage closure and re-construction.

Office of Congressional Accessibility Services

- Oversee management and operations of Office of Congressional Accessibility Services, such as the implementation of the Americans with Disabilities Act (ADA), in conjunction with Senate Committee on Rules and Administration.

Smithsonian Institution

- Review the Smithsonian Inspector General's reports on the status of the Smithsonian.
- Oversee general museum and research facility operations of the Smithsonian Institution.
- Review and evaluate the Smithsonian Institution's use of authorized public funds.
- Review proposed appointments of Citizen Regents to the Smithsonian Institution's Board of Regents.
- Review proposals for authorization of new Smithsonian facilities. Review Smithsonian policies regarding initiation of planning, design and construction of projects.
- Review operations of the National Zoo.
- Review operations and conduct oversight of Smithsonian Enterprises.
- Review the use of technology generally in Smithsonian operations.
- Review any proposals to charge fees for admission to any Smithsonian exhibits.
- Monitor Air and Space Museum Renovations

Technology Use by the House

- Continue oversight of House Information Resources and other technology functions of the House to improve technology governance, services and the electronic dissemination of information.
- Oversee implementation of House Rule XI 2(e)(4) requiring committee documentation to be made available electronically, to the maximum extent feasible.
- Review and improve cybersecurity measures as necessary.
- Review technology standards for hearing rooms as they relate to the Committee broadcast program.
- Oversee and continue to implement an enterprise House Disaster Recovery Program for House offices, standing and select committees and Member offices.
- Oversee implementation of the House Office of Legislative Counsel & Law Revision Counsel's Modernization Project.
- Oversee and coordinate the House strategic technology plan.
- Oversee continuation of House technology assessment in both new media and cloud services.

Oversight of Federal Election Law and Procedures

- Recommend disposition of House election contests pending before the Committee; monitor any disputed election counts.
- Review operations of the Federal Election Commission (FEC) and evaluate possible changes to improve efficiency, improve enforcement of the Federal Election Campaign Act, and improve procedures for the disclosure of contributions and expenditures. Consider authorization issues and make recommendations on the FEC's budget.
- Review federal campaign-finance laws and regulations, including Presidential public financing, and consider potential reforms.
- Examine the role and impact of political organizations on federal elections.
- Eliminate the Election Assistance Commission (EAC) and evaluate other possible changes to improve efficiency and improve implementation of the Help America Vote Act (HAVA). Consider authorization issues and make recommendations on the EAC's budget.
- Examine the impact of amendments made by HAVA and the Military and Overseas Voter Empowerment Act (MOVE Act) to the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), and consider proposals to improve voting methods for those serving and living abroad.
- Review state and federal activities under the National Voter Registration Act to identify potential for improvement to voter registration and education programs and reducing costs of compliance for state and local government.
- Review all aspects of registration and voting practices in federal elections. Monitor allegations of fraud and misconduct during all phases of federal elections and evaluate measures to improve the integrity of the electoral process.